

# **Global OpenNet (GO)**

## **GO User Guide for Mac**

September 28, 2015

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# 1. Global OpenNet Basics

## 1.1. Required Information to Access Global OpenNet (GO)

Mac users can access GO using one of these two secure methods for logging in to the GO system: 1) RSA Hard Token; and 2) RSA Soft Token.

Global OpenNet (GO) users must provide the following information to access the system:

1. OpenNet Username
2. OpenNet Password
3. Access Token passcode (generated for you by one of the Access Tokens you have received – see Figure 1-1 below).

**NOTE:** *If you do not have an Access Token, please contact your local IT administrator.*

## 1.2. Introduction to your Access Token

An Access Token contains a unique timed code needed to log onto the GO System. It is generated by either a physical device (Hard Token) or software (Soft Token) installed on a device you already have; i.e. a BlackBerry mobile device. Access Tokens generate a one-time passcode that you will use each time you access the GO System. The Figure 1-1 below describes the different Access Token types:



Access Token Type	Description	What it looks like
<b>RSA SecurID SID700 Hardware Token</b> <i>Also known as the <b>RSA Hard Token</b>, used to access GO.</i>	Physical device (Hard Token) that generates a one-time <b>6-digit</b> numeric passcode used in combination with a user-defined, <b>6-digit</b> Personal Identification Number (PIN) to access the GO System.	
<b>RSA SecurID Software Token</b> <i>Also known as the <b>RSA Soft Token</b> because it is a software token which can be loaded onto another physical device; e.g. a BlackBerry Mobile device.</i>	Software installed on your BlackBerry mobile device. Similar to the Hard Token, it generates a one-time <b>8-digit</b> numeric passcode that is used in combination with a user-chosen, <b>6-digit</b> PIN to access GO.  <b>NOTE:</b> <i>For information on installing your Soft Token see Section 1.2 of <a href="#">Accessing GO With an RSA Soft Token</a> located on the GO website under User Guides / Full User Guides.</i>	

Figure 1-1: Global OpenNet Access Token Types

## 2. GO Access and Setup

### 2.1. GO System Access and Setup

Before logging into the GO system, it is necessary to follow this preliminary system setup procedure and compatibility check. Please go through these initial steps before performing any of the procedures that follow later in this document.

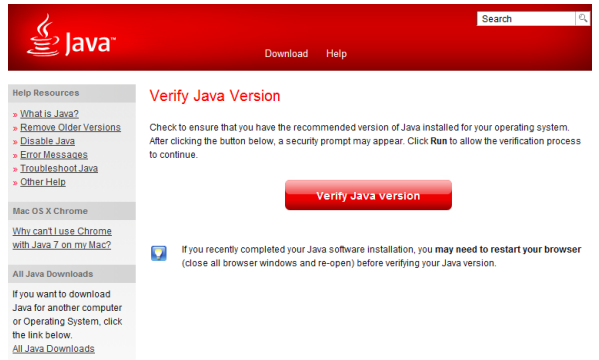
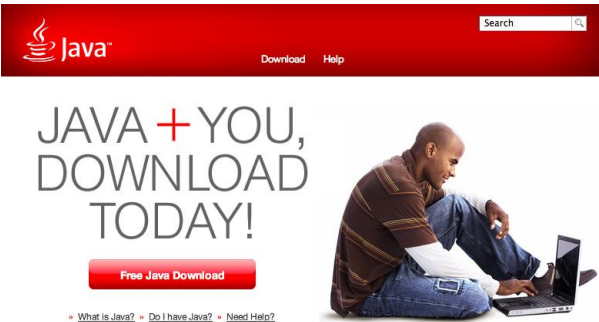
**NOTE:** *GO system software currently requires an Intel-based Mac running Mac OS X v10.6. If you have an older Mac, you cannot log into GO.*





#### 2.1.1. Java Installation for Mac OS X

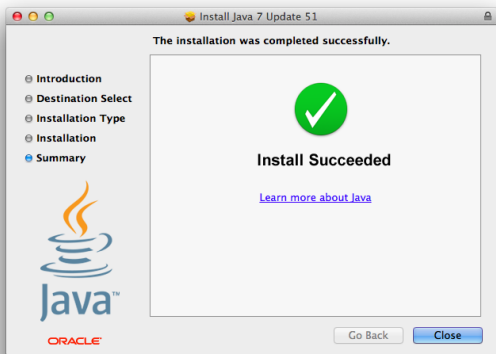
Java, a runtime environment that works "behind the scenes" to let you use many Web sites, online services, and applications, is no longer built in with Macintosh operating systems.

The Mac OS X System Requirements for Java 7 are:

- Intel-based Mac running Mac OS X version 10.7.3 and above
- Administrator privileges
- A 64-bit browser (Safari, Firefox, etc.)
- Chrome does not support Java 7. Java 7 runs only on 64-bit browsers and Chrome is a 32-bit browser.




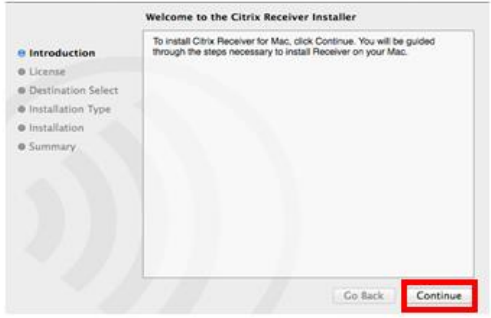
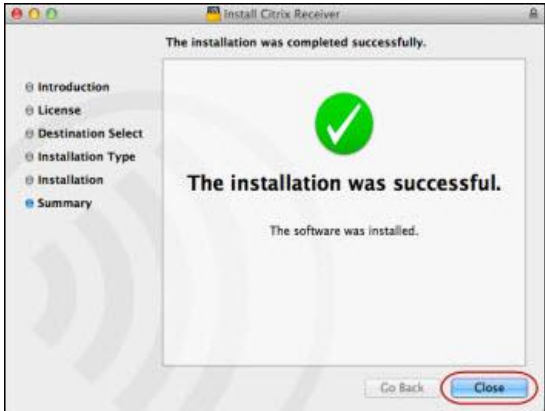
Steps	Screen
1. Verify your current Java version by going to <a href="http://www.java.com/verfiy">www.java.com/verfiy</a> and clicking on the red <b>Verify Java version</b> button. If prompted with a message saying "Do you want to run this application?" click <b>Run</b> . If your Mac needs updating proceed to Step 2, to install Java. If Java is up to date, proceed to Section 2.1.2 to install Citrix.	
2. Go to <a href="http://www.java.com">www.java.com</a> and click the <b>Free Java Download</b> button.	

Steps	Screen
<p>3. Click on <b>Agree and Start Free Download</b>. A file called <b>jre-7u51-macosx-x64.dmg</b> will download to the <b>Downloads folder</b> on your computer. In the upper right corner of Safari click the <b>Downloads</b> button  and then double-click on the <b>jre-7u51-macosx-x64.dmg</b> to open the file.</p>	
<p>4. Double-click on the <b>box icon</b> to start the Java installation.</p>	
<p>5. Click <b>Install</b> and follow the installation instructions. (This may take a few minutes).</p>	

Steps	Screen
6. When the Installation Succeeded message pops up, click <b>Close</b> .	
<p style="text-align: center;"><b>Java installation is complete!</b>  <b>Proceed to Section 2.1.2 to install the Citrix Receiver.</b></p>	

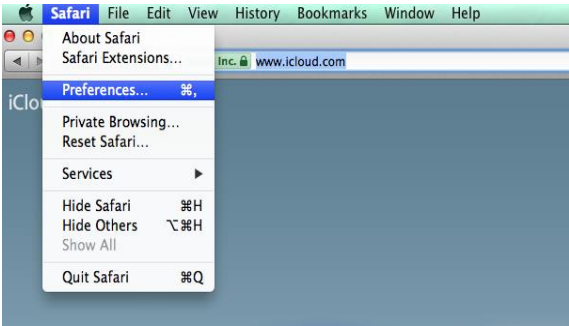
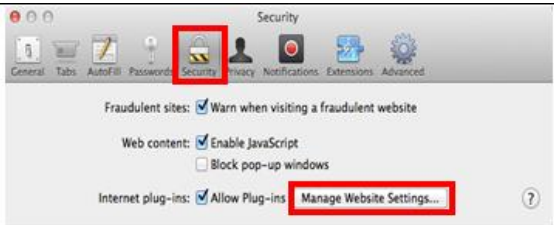
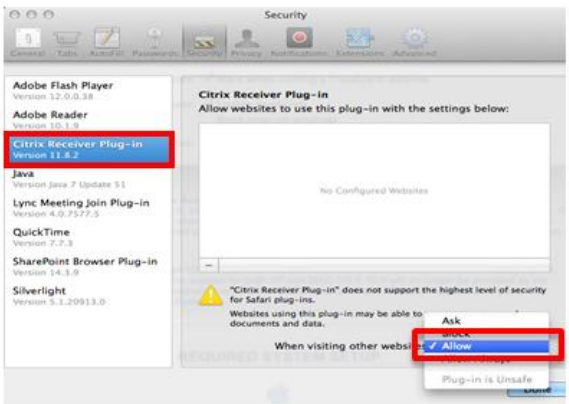
## 2.1.2. Citrix Receiver Installation

Steps	Screen
1. Access the GO website by opening your browser and entering <a href="http://go.state.gov">http://go.state.gov</a> .	
2. Hover over the <b>Required System Setup</b> tab and then click on <b>Required System Setup - Mac</b> .	
3. Click the <b>Install Citrix Plug-in</b> link.	

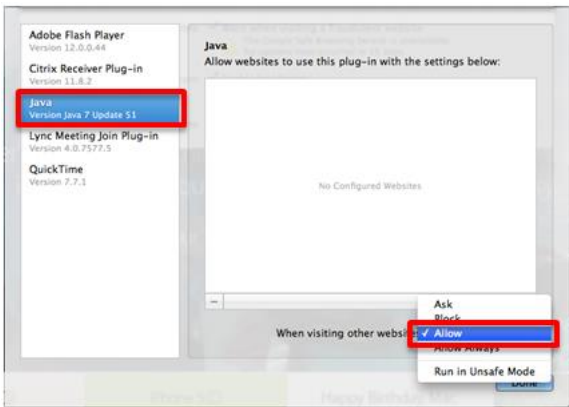

Steps	Screen
<p>4. A file called <b>CitrixReceiverWeb.dmg</b> will download to the <b>Downloads</b> folder on your computer. In the upper right corner of Safari click the <b>Downloads</b> button  and then double-click on the <b>CitrixReceiverWeb.dmg</b> to open the file.</p>	
<p>5. Double-click on <b>Install Citrix Receiver</b>.</p>	
<p>6. Click <b>Continue</b> and follow the installation instructions. (This may take a few minutes).</p>	
<p>7. When the <b>Installation Success</b> message pops up, click <b>Close</b>.</p>	

Steps	Screen
<p align="center"><b>Citrix Receiver installation is complete!</b>  <b>Proceed to Section 2.1.3 to configure your web browser.</b></p>	

### 2.1.3. Web Browser Settings Configuration



Steps	Screen
1. Open Safari, click on the <b>Safari</b> menu, and click <b>Preferences</b> .	
2. Click on the <b>Security</b> tab and click the <b>Manage Websites</b> button.	
<p>3. Internet plug-ins installed on your computer appear on the left side of the plug-ins page.</p> <p>4. Select the <b>Citrix Receiver Plug-in</b> to configure its website settings.</p> <p>5. Click the drop-down menu next to <b>When visiting other websites:</b> and ensure <b>Allow</b> is selected.</p>	

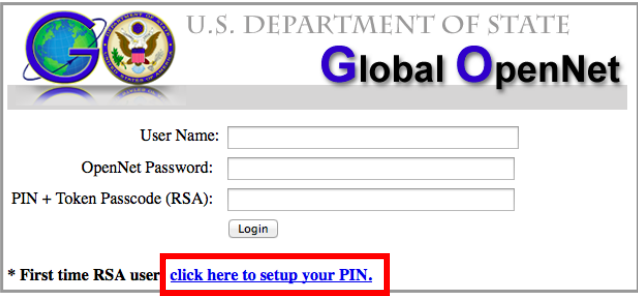






Steps	Screen
<p>6. Select <b>Java</b> to configure its website settings.</p> <p>7. Click the drop-down menu next to <b>When visiting other websites:</b> and ensure <b>Allow</b> is selected and then click <b>Done</b>.</p> <ul style="list-style-type: none"> <li>• <u>Ask</u> -- Prevents the plug-in from loading, but allows it if you click the options to trust the current website.</li> <li>• <u>Block</u> -- Prevents the plug-in from loading.</li> <li>• <u>Allow</u> -- Allows the plug-in to run on the selected website with no placeholder links or warnings.</li> </ul>	
<p>8. Ensure the <b>Block pop-up windows</b> box is NOT checked and close the <b>Security</b> window.</p>	
<p style="text-align: center;"><b>Web browser configuration is complete!</b> <b>You are ready to access GO!</b></p>	

## 2.2. Creating your RSA Token PIN

Once you have performed the one-time procedures in the previous section, you can create the Personal Identification Number (PIN) for your RSA Soft Token.

Steps	Screen
<p>1. Access the GO website by opening your browser and entering <a href="http://go.state.gov">http://go.state.gov</a>. Read the system authorization and consent notice, and then select the <b>I agree</b> button below the notice.</p>	
<p>2. When the <b>Log on</b> page appears, select the icon corresponding to your <b>Mac</b> Operating System (OS).</p>	



Steps	Screen
<p>3. Click on the <b>click here to setup your PIN</b>, as shown on the right.</p>	 <p>The screenshot shows the Global OpenNet login interface. At the top, it features the U.S. Department of State logo and the text 'U.S. DEPARTMENT OF STATE' and 'Global OpenNet'. Below this are three input fields: 'User Name:', 'OpenNet Password:', and 'PIN + Token Passcode (RSA):'. A 'Login' button is positioned below the third field. At the bottom, a note states: '* First time RSA user: <a href="#">click here to setup your PIN.</a>' The link is highlighted with a red box.</p>
<p>4. Return to your BlackBerry device or hard token to retrieve you <b>Token Code</b>.</p>	 <p>The screenshot displays two devices. On the left is a silver RSA SecurID hardware token with a small LCD screen showing the number '159 759'. On the right is a black BlackBerry smartphone with its screen showing the number '2989 6028'. Both numbers are highlighted with red boxes.</p>
<p>5. Enter your <b>OpenNet username</b>, <b>OpenNet password</b>, and enter <i>only the token passcode</i> into the PIN + Token Passcode field and click Login.</p> <p><i><b>NOTE:</b> Entering your passcode without a PIN is valid initially to create your PIN. Once your PIN is created, you will enter the PIN + token passcode for future logon.</i></p>	 <p>This screenshot shows the same Global OpenNet login interface as in step 3, but with the fields filled out. The 'User Name' field contains 'Doe.JK', the 'OpenNet Password' field is filled with dots, and the 'PIN + Token Passcode (RSA)' field is empty. The 'Login' button is still present. The same note about first-time RSA users is at the bottom.</p>
<p>6. You will be prompted to create a new <b>6-8</b> digit PIN. Enter it twice and click <b>Save PIN</b>.</p> <p><i><b>NOTE:</b> This step is required one time only. Once you have created your PIN, you will not see this screen again.</i></p>	 <p>The screenshot shows a 'New PIN Required' screen. It has a header with the U.S. Department of State logo and the text 'Welcome to the Instant Virtual Extranet'. Below the header, a yellow box contains the text: 'New PIN Required. You must create a new Personal Identification Number (PIN) before you can sign in. Your PIN should be 6 characters long.' There are two input fields: 'New PIN:' and 'Confirm PIN:'. Both are highlighted with red boxes. Below these fields are two bullet points: 'Be sure to remember your PIN, because you need it to sign in.' and 'If you decide not to create a new PIN now, click Cancel.' At the bottom of the yellow box are 'Save PIN' and 'Cancel' buttons. The 'Save PIN' button is highlighted with a red box.</p>


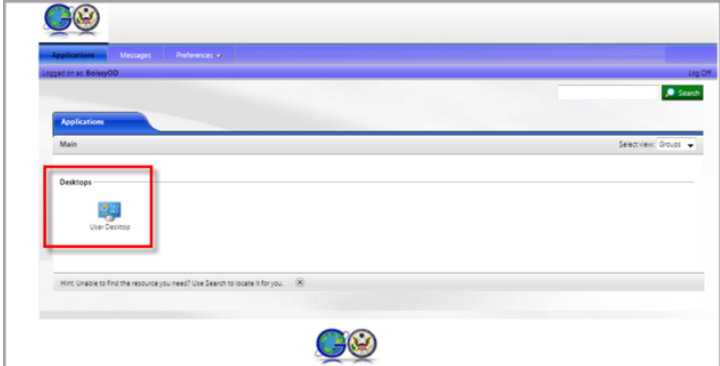
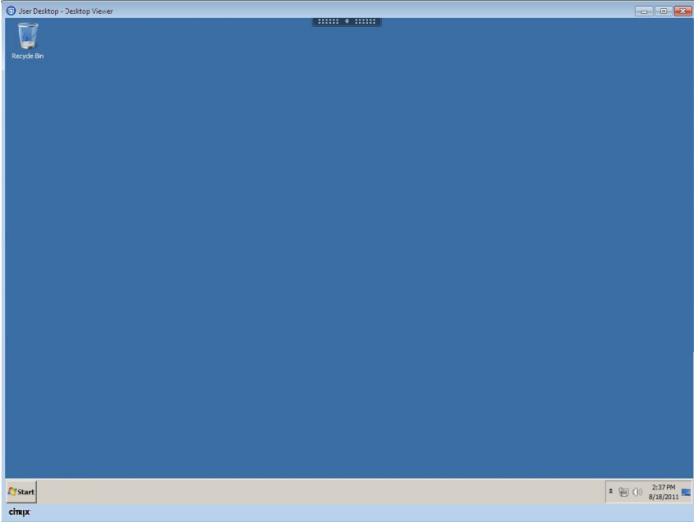
Steps	Screen
7. The system will re-direct you to the <b>GO Homepage</b> . This confirms your PIN has been set. Continue to Section 2.3 for GO logon instructions.	

## 2.3. Completing Access to the Global OpenNet (GO) System

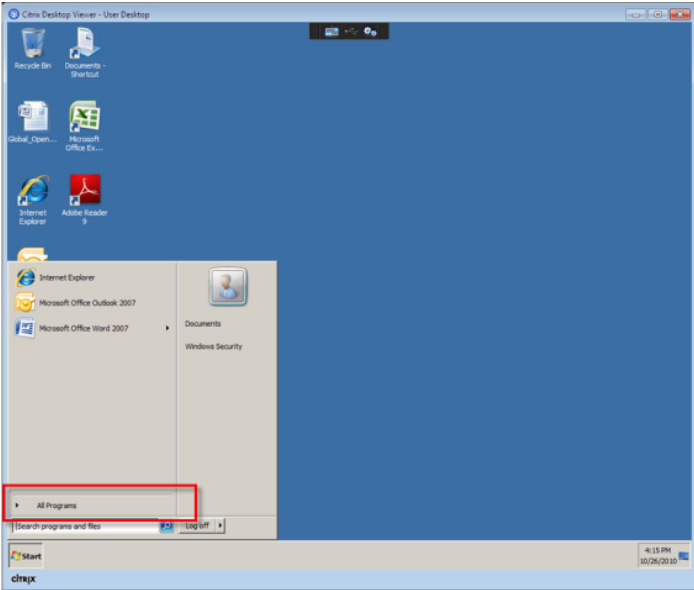
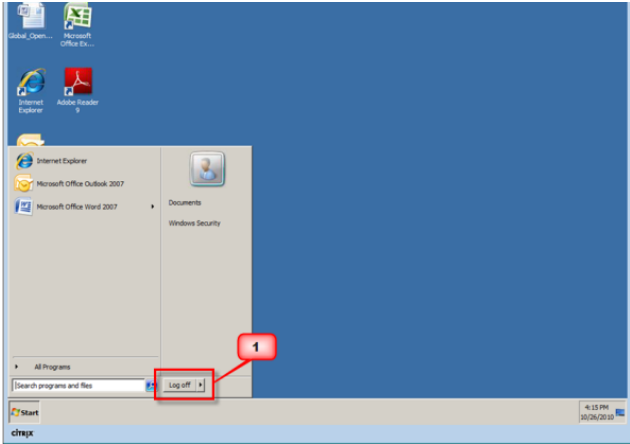
No matter which type of Access Token you have, the initial steps for accessing the GO System are the same for all users. When you reach the GO “Login” screen, depending on which type of token you are using (RSA Hard Token or RSA Soft Token), you will login with the appropriate PIN and Token passcode. Perform the steps below to access to the GO System.


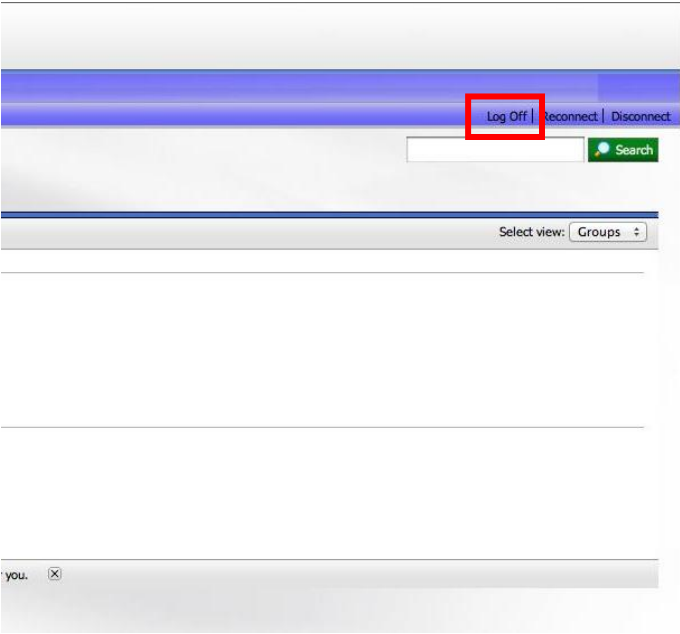
Steps	Screen
1. Access the GO System by opening your browser and entering: <a href="http://go.state.gov">http://go.state.gov</a> .	

Steps	Screen
<p>2. Read the system authorization and consent notice, and then select the <b>I agree</b> button below the notice.</p>	
<p>3. When the <b>Log on</b> page appears, select the icon corresponding to your <b>Mac Operating System (OS)</b>.</p>	

Steps	Screen
<p>4. When the <b>GO Login</b> screen displays, enter your OpenNet Username, Password, and the Token Passcode.</p> <p>a. <b>For RSA Hard Token:</b> Enter a numeric, 6-digit PIN + a numeric 6-digit RSA Hard Token passcode.</p> <p>b. <b>For RSA Soft Token:</b> Enter a numeric, 6-digit PIN + a numeric 8-digit RSA Soft Token passcode.</p> <p><i>See Sections <b>Error! Reference source not found.</b> and 2.2 above for token passcode details.</i></p>	 <p>The screenshot shows the 'Global OpenNet' login interface. At the top, it says 'U.S. DEPARTMENT OF STATE Global OpenNet'. There are input fields for 'User Name', 'OpenNet Password', and 'PIN + Token Passcode (RSA)' or 'Token Passcode Only (FOB)'. A red box highlights the 'OpenNet Password' and 'PIN + Token Passcode' fields. Below these fields is a 'Login' button. A note at the bottom says '* First time RSA user: <a href="#">click here to setup your PIN.</a>'. Below the login fields, there are two examples of how to enter the token passcode. Example 'a' is for a hard token and example 'b' is for a soft token. Both examples show the 'User Name' field filled with 'Jane Doe', the 'OpenNet Password' field filled with asterisks, and the 'PIN + Token Code' field filled with asterisks.</p>
<p>5. You will see the GO System Desktop Launch Screen. Select <b>User Desktop</b> to open a remote desktop session.</p>	 <p>The screenshot shows the 'GO System Desktop Launch Screen'. It has a sidebar on the left with 'Applications', 'Main', and 'Desktops'. The 'Desktops' section is highlighted with a red box, showing 'User Desktop'. The main area displays a search bar and a list of desktops. At the bottom, there is a hint: 'Hint: Unable to find the resource you need? Use Search to locate it for you.'</p>
<p>6. The User Desktop will now launch (the first time may take up to 5 minutes); thereafter the Desktop may take up to 30 seconds to display, depending upon your connection). You may now access applications either from the Start menu or from the User Desktop itself.</p> <p><b>NOTE:</b> Initially you will not have ANY icons except the Recycle bin. Afterwards you may customize your desktop to include whatever icons you wish.</p>	 <p>The screenshot shows the 'User Desktop' launch screen. It features a blue desktop background with a 'Recycle Bin' icon in the top left corner. The 'Start' menu is visible in the bottom left corner. The taskbar at the bottom shows the time as 2:37 PM on 8/28/2011.</p>



Steps	Screen
<p>7. Your desktop operates in the same way as your OpenNet desktop. Select the <b>Start</b> menu and <b>All Programs</b> to display all available applications.</p>	 <p>The screenshot shows a Citrix Desktop Viewer window titled 'Citrix Desktop Viewer - User Desktop'. The desktop background is blue. On the left, there is a Start menu open, displaying a list of programs including Internet Explorer, Microsoft Office Outlook 2007, and Microsoft Office Word 2007. The 'All Programs' link at the bottom of the Start menu is highlighted with a red rectangle. The taskbar at the bottom shows the Start button, a search bar, and the Log off button. The system tray in the bottom right corner shows the time as 4:15 PM and the date as 10/26/2010.</p>
<p><i><b>NOTE:</b> It is very important to log off properly after using the GO system. Always complete the following <b>two</b> steps: <b>Log off</b> through the <b>Start</b> menu, per Step 8, and <b>Log Off</b> through the browser, per Step 9.</i></p> <p>8. First, to log out of the User Desktop, you <i><b>must</b></i> use the following method:</p> <ol style="list-style-type: none"> <li>1. Click <b>Start</b> and then click the <b>Log off</b> button (lower left).</li> </ol>	 <p>This screenshot is similar to the one above, showing the Start menu open. However, the 'Log off' button in the taskbar is highlighted with a red rectangle. A red circle with the number '1' is placed next to the 'Log off' button, indicating the first step in the logging off process. The system tray shows the time as 4:15 PM and the date as 10/26/2010.</p>

Steps	Screen
<p>9. Second, to end your remote Citrix session, click on <b>Log Off</b> in the upper right hand corner of your browser, as shown in the figure to the right.</p> <div data-bbox="217 491 646 768" data-label="Image">  <p>Always click on <b>Log Off</b> to terminate a session.</p> </div>	



## 2.4. Mapping a Network Drive

Your H (Home Directory) network drive should already be available. However, if after following steps 1 and 2 below to check mapped drives, the additional drives you need do not appear, proceed with mapping. You will need the correct network drive path. When asked to select a drive letter, you can select any available letter from **I** thru **Z**.

**IMPORTANT:** Before you attempt to “map” to a network drive, you will need the correct drive path, which you can obtain while logged on to your office OpenNet computer. To do so, double-click on **Computer** and the drive paths will be listed on the left, with the path included:

**Example:** If the path shown is:

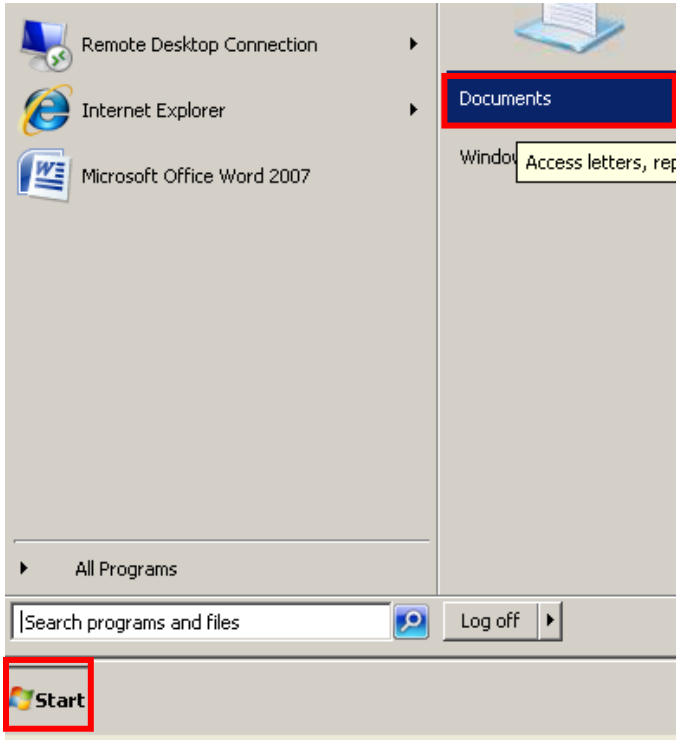
POL on ‘dosintus.domain.state.sbu\tappublic\$\Officeshare\$’ (P:)

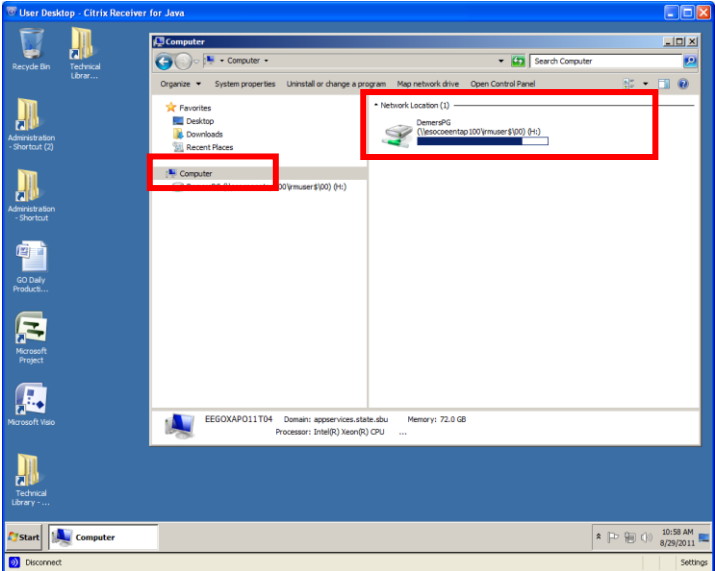
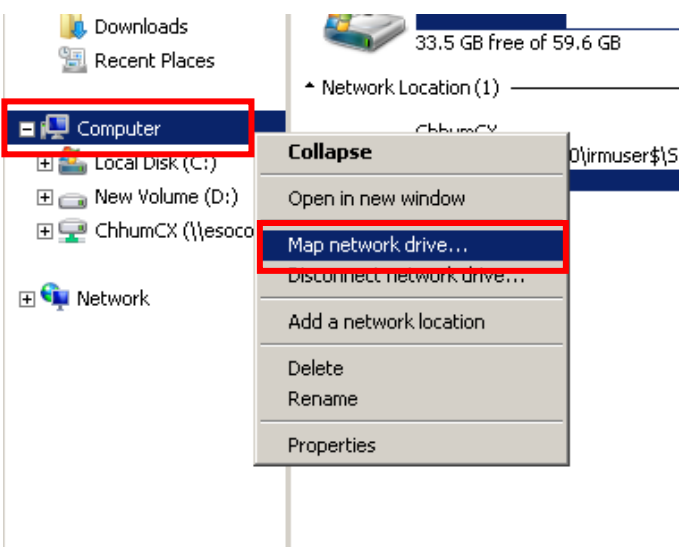
The network drive path you would type to map your network drive in GO is:

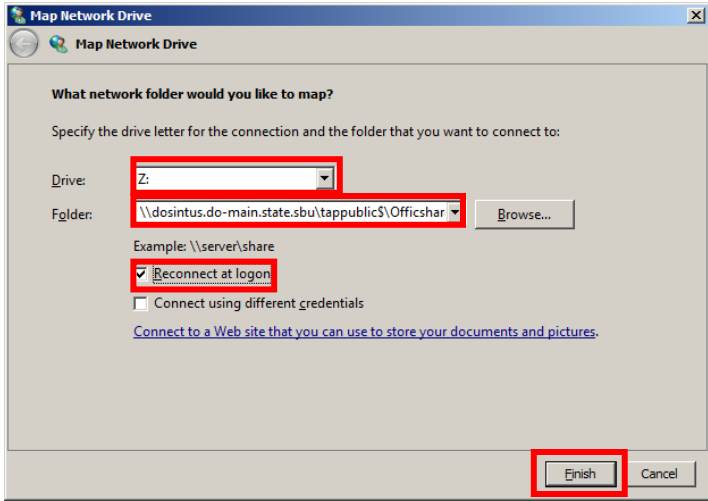
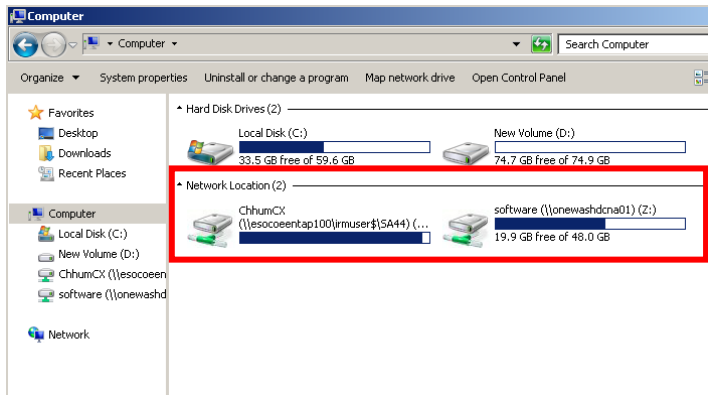
[\\dosintus.domain.state.sbu\tappublic\\$\Officeshare\\$\POL](#)

**SUGGESTION:** Once you know the network drive path(s) to your additional office share(s) etc., email yourself your drive path/network share path, and when opening the email in GO, you will have the drive path available to copy and paste when mapping your network drive while in GO. Otherwise, if you are not sure what drive path to use, please obtain the correct path from your local IRM systems staff or local system administrator, prior to attempting to map to additional network drives.

**NOTE:** Drive letters A – H are reserved for system mapping and should not be used.

Steps	Screen
1. From your GO published desktop, click on <b>Start</b> , and then click on <b>Documents</b> .	

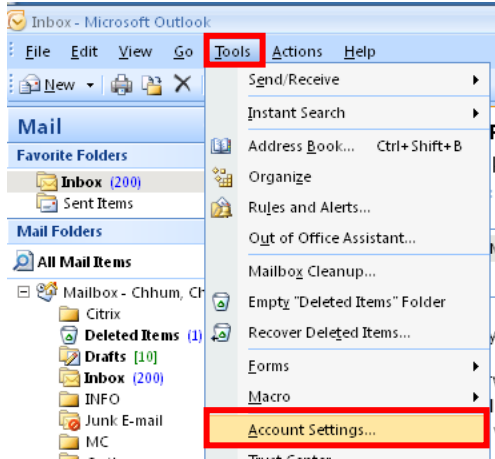
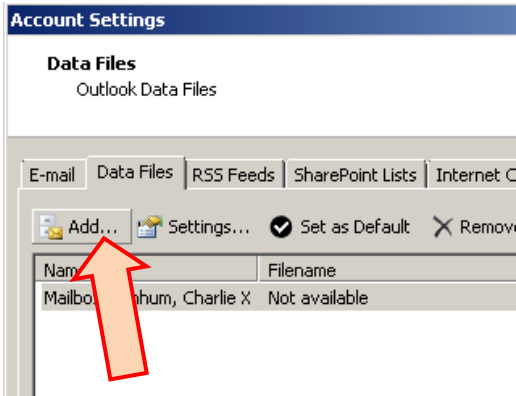
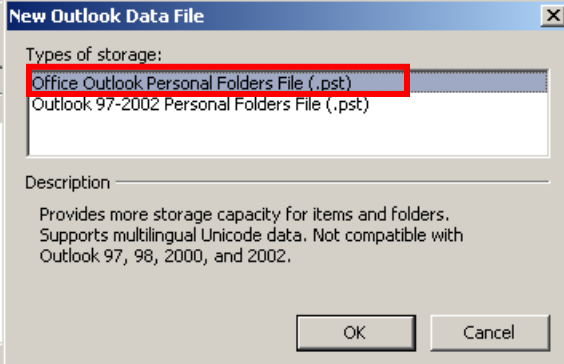
Steps	Screen
<p>2. When the screen shown to the right displays, click on <b>Computer</b>, and a list of mapped drives will display on the right side under <b>Network Location</b>. Verify the drive you require is not already mapped.</p>	
<p>3. Next, right-click on <b>Computer</b> and click <b>Map network drive</b>.</p>	

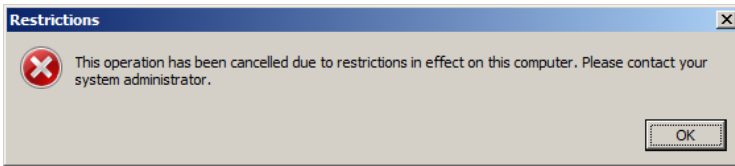
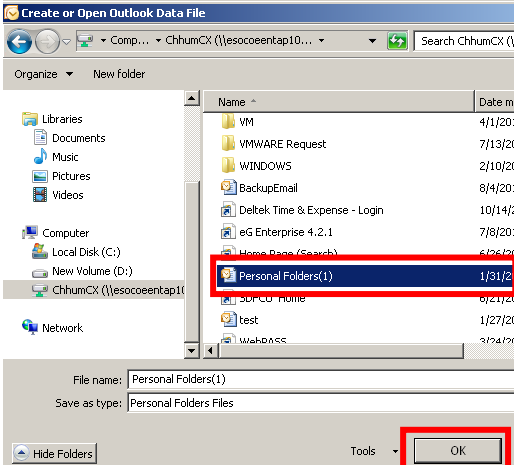
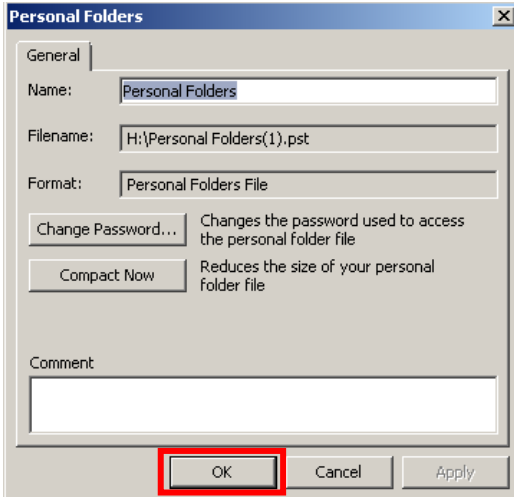
Steps	Screen
<p>4. GO will automatically map most users to their Network Drive/folder that they use at work. However, if your personal Network folder is not available, or you wish to connect to additional folders for common Office Files etc., follow these steps:</p> <ul style="list-style-type: none"> <li>• Select a drive letter that has not been used. (Drive letters A – H are reserved for system mapping and should not be used when mapping additional drives.)</li> <li>• Enter the network path to the drive in the <b>Folder</b> field (the path in the screen to the right, <a href="#">\\dosintus.do-main.state.sbu\tapublic\$Officshare\$</a>, is only an example).</li> <li>• Select the <b>Reconnect at logon</b> option if you want this drive to automatically map every time you log into GO.</li> <li>• Click <b>Finish</b>.</li> </ul>	 <p>The screenshot shows the 'Map Network Drive' window. The 'Drive' dropdown menu is set to 'Z:'. The 'Folder' field contains the network path '\\dosintus.do-main.state.sbu\tapublic\$Officshare\$'. The 'Reconnect at logon' checkbox is checked. The 'Finish' button is highlighted with a red box.</p>
<p>5. Your mapped network drive should now appear under the <b>Network Location</b>.</p>	 <p>The screenshot shows the 'Computer' window. The 'Network Location' section is expanded, showing two network drives: 'ChumCX (\\esocoeentap100\rmuser\$SA44) (...)' and 'software (\\onesharedna01) (Z:)'. The 'software (\\onesharedna01) (Z:)' drive is highlighted with a red box.</p>

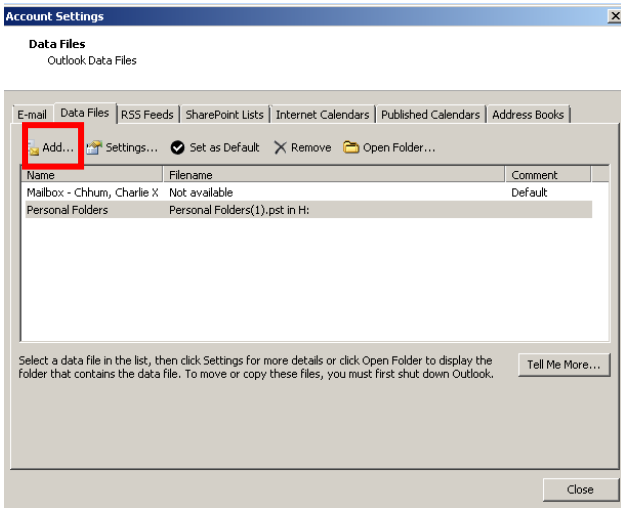
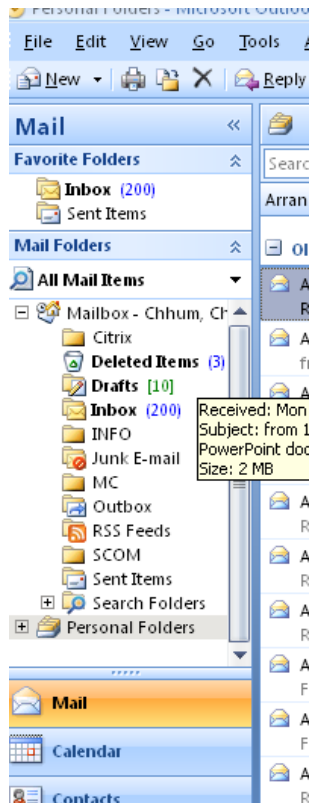
## 2.5. Connecting to a PST File

In order to connect to a Personal Folder file (.pst) in Outlook, you should have the path available to your Network folder and the location of your PST files. The path to your Network folder may be needed if it was not automatically mapped when accessing GO.

**Important:** Refer to Section 2.4 above for information on obtaining the path to the drive/network folder required by using your office Desktop computer. Otherwise contact your system administrator.


Steps	Screen
<ol style="list-style-type: none"> <li>1. From your GO Desktop open <b>Microsoft Outlook</b>.</li> <li>2. Click on <b>Tools</b> then scroll down and click <b>Account Settings</b>.</li> </ol>	 <p>The screenshot shows the Microsoft Outlook application window. The 'Tools' menu is open, and 'Account Settings...' is highlighted at the bottom of the menu. The left sidebar shows the folder hierarchy including 'Inbox (200)', 'Sent Items', 'Deleted Items (1)', 'Drafts (10)', 'Inbox (200)', 'INFO', 'Junk E-mail', and 'MC'.</p>
<ol style="list-style-type: none"> <li>3. From the <b>Account Settings</b> dialog box, click the <b>Data Files</b> tab and click <b>Add</b>.</li> </ol>	 <p>The screenshot shows the 'Account Settings' dialog box with the 'Data Files' tab selected. The 'Add...' button is highlighted with a red arrow. The dialog also shows a list of existing data files with columns for 'Name' and 'Filename'.</p>
<ol style="list-style-type: none"> <li>4. Highlight the <b>Office Outlook Personal Folders Files (.pst)</b> and click <b>OK</b> to continue.</li> </ol>	 <p>The screenshot shows the 'New Outlook Data File' dialog box. The 'Office Outlook Personal Folders File (.pst)' option is highlighted in the list of storage types. The dialog also includes a description of the storage type and 'OK' and 'Cancel' buttons.</p>

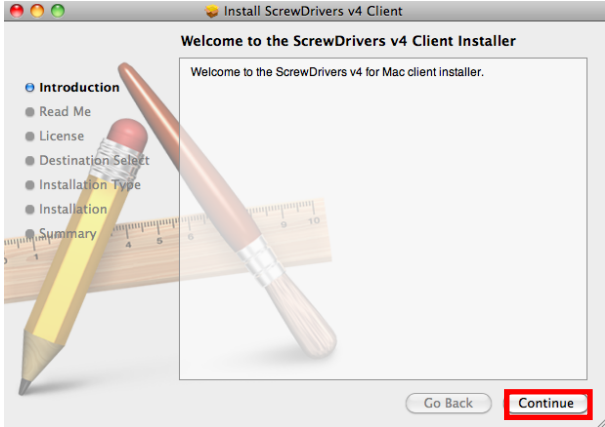
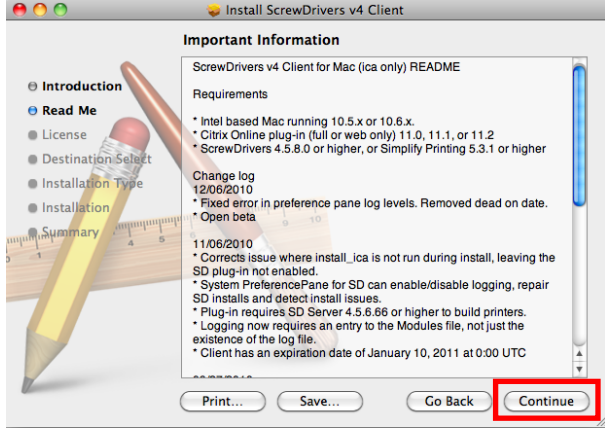
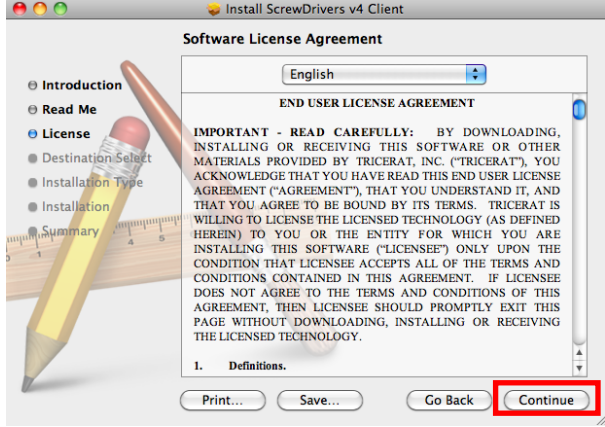

Steps	Screen
<p>5. A <b>Restrictions</b> warning box may appear, ignore this warning and just click <b>OK</b>.</p>	 <p>A dialog box titled "Restrictions" with a red 'X' icon. The text inside says: "This operation has been cancelled due to restrictions in effect on this computer. Please contact your system administrator." There is an "OK" button at the bottom right.</p>
<p>6. To select an existing PST file from your home drive, scroll down and select your mapped home drive on the left side of the panel. Once your drive is selected, you can see all of your files on the right side of the panel. Highlight and select your PST file and click <b>OK</b>.</p>	 <p>A "Create or Open Outlook Data File" dialog box. The left pane shows a tree view of drives and folders, with "ChhumCX (\\vesocoeentap10...)" selected. The right pane shows a list of files and folders, with "Personal Folders(1)" highlighted. The "File name" field at the bottom contains "Personal Folders(1)" and the "Save as type" is "Personal Folders Files". The "OK" button is highlighted with a red box.</p>
<p>7. Click <b>OK</b> again to accept this PST file. And finally, click <b>Close</b> to exit.</p>	 <p>A "Personal Folders" dialog box. The "General" tab is active. The "Name" field is "Personal Folders", the "Filename" is "H:\Personal Folders(1).pst", and the "Format" is "Personal Folders File". There are buttons for "Change Password...", "Compact Now", and a "Comment" text area. The "OK" button is highlighted with a red box.</p>

Steps	Screen									
8. Click <b>Add</b> again if you want to add an additional PST file, or click <b>Close</b> to return to Outlook.	 <p><b>Account Settings</b> Data Files Outlook Data Files</p> <p>E-mail   <b>Data Files</b>   RSS Feeds   SharePoint Lists   Internet Calendars   Published Calendars   Address Books</p> <p>Add... Settings... <input checked="" type="checkbox"/> Set as Default <input type="checkbox"/> Remove Open Folder...</p> <table><thead><tr><th>Name</th><th>Filename</th><th>Comment</th></tr></thead><tbody><tr><td>Mailbox - Chhum, Charlie X</td><td>Not available</td><td>Default</td></tr><tr><td>Personal Folders</td><td>Personal Folders(1).pst in H:</td><td></td></tr></tbody></table> <p>Select a data file in the list, then click Settings for more details or click Open Folder to display the folder that contains the data file. To move or copy these files, you must first shut down Outlook.</p> <p>Tell Me More... Close</p>	Name	Filename	Comment	Mailbox - Chhum, Charlie X	Not available	Default	Personal Folders	Personal Folders(1).pst in H:	
Name	Filename	Comment								
Mailbox - Chhum, Charlie X	Not available	Default								
Personal Folders	Personal Folders(1).pst in H:									
9. You should now see your mapped PST file in the <b>Mail Folders</b> in Outlook in the left panel.	 <p>Personal Folders - Microsoft Outlook</p> <p>File Edit View Go Tools</p> <p>New [Print] [Reply]</p> <p><b>Mail</b></p> <p>Favorite Folders</p> <ul style="list-style-type: none"><li>Inbox (200)</li><li>Sent Items</li></ul> <p>Mail Folders</p> <p>All Mail Items</p> <ul style="list-style-type: none"><li>Mailbox - Chhum, Charlie X<ul style="list-style-type: none"><li>Citrix</li><li>Deleted Items (3)</li><li>Drafts (10)</li><li>Inbox (200)</li><li>INFO</li><li>Junk E-mail</li><li>MC</li><li>Outbox</li><li>RSS Feeds</li><li>SCOM</li><li>Sent Items</li><li>Search Folders</li><li>Personal Folders</li></ul></li></ul> <p>Received: Mon Subject: from 1 PowerPoint doc Size: 2 MB</p> <p>Mail Calendar Contacts</p>									

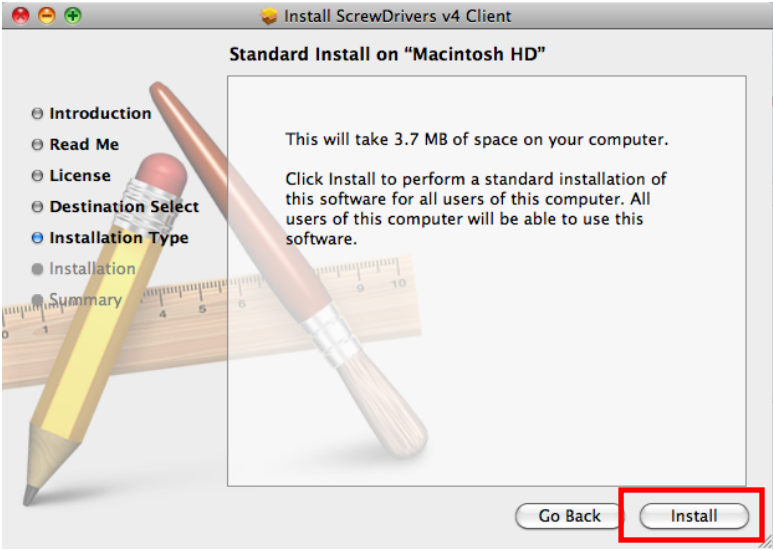
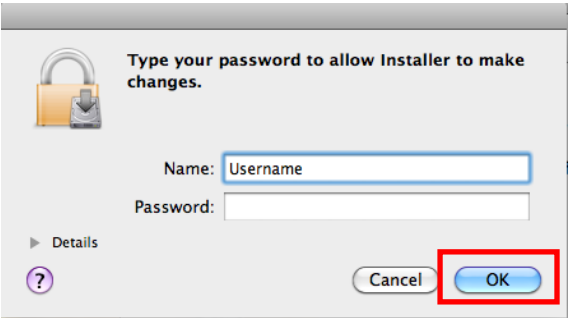
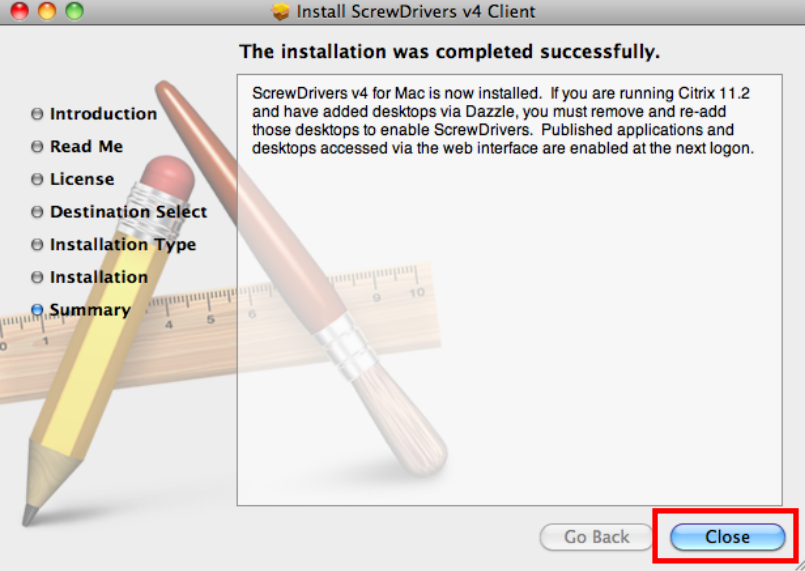
## 2.6. Install Printing Software

After successfully logging into the GO system, you can install the printing software. The GO user can install printing software for Macintosh computers from the **Required System Setup** page.

Steps	Screen
<ol style="list-style-type: none"> <li>1. Access the GO website by opening your browser and entering <a href="http://go.state.gov">http://go.state.gov</a>.</li> <li>2. Hover over the <b>Required System Setup</b> tab and then click on <b>Required System Setup - Mac</b>.</li> <li>3. From the <b>Required System Setup-Mac</b> page, click on <b>Install Printing Software</b> under the MAC icon.</li> </ol>	
<ol style="list-style-type: none"> <li>4. Double-click on the <b>Double Click to Install</b> box to install ScrewDrivers v4.</li> </ol>	

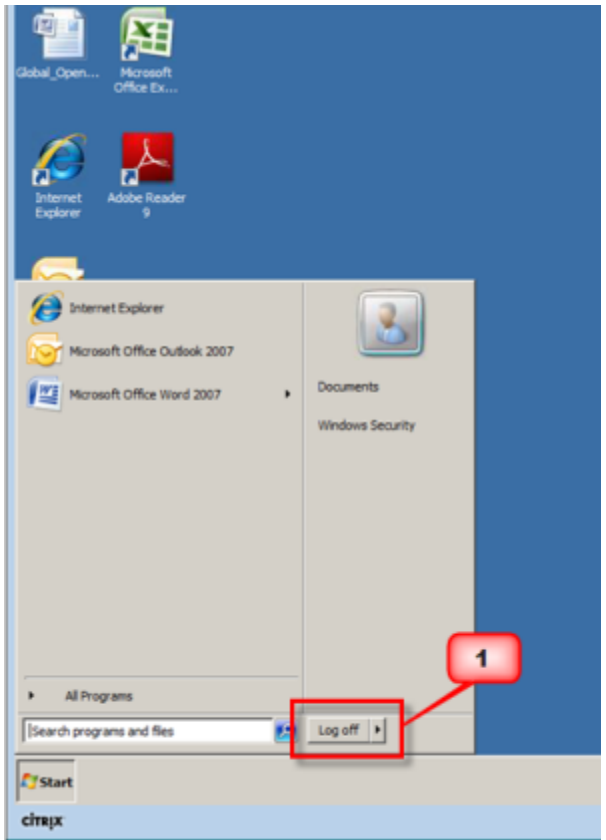
Steps	Screen
5. Click <b>Continue</b> to proceed beyond the <b>Introduction</b> window.	
6. Click <b>Continue</b> again to proceed beyond the <b>Read Me</b> information window.	
7. Click <b>Continue</b> to proceed beyond the <b>End User License Agreement</b> information.	
8. Click <b>Agree</b> to affirm compliance with the license agreement and continue with the installation.	




Steps	Screen
<p>9. Click on <b>Install</b> to proceed with the installation.</p>	
<p>10. You will be prompted to enter your password to allow the Installer to proceed. Enter password and click <b>OK</b>.</p>	
<p>11. If successful, the window shown to the right will display. Click <b>Close</b> to complete the installation.</p>	

## 2.7. GO System Log-Off

It is very important to **Log Off** after using the GO system. Otherwise, the session will remain open in the system, tying up servers and blocking access for others, and possibly compromising security. There are **two important steps** to complete **Log Off**, as shown in **step 1** and **step 2** below. **Always “Log Off” using both of these two steps**, in the order and manner shown.

Steps	Screen
<ol style="list-style-type: none"><li>First, to <b>log out</b> of the <b>User Desktop</b>, you <i>must</i> use the following method:<ol style="list-style-type: none"><li>Click on the <b>Log Off</b> button in the <b>Start</b> menu (lower left).</li></ol></li></ol>	 A screenshot of a Windows XP desktop environment. The Start menu is open, showing a list of applications including Internet Explorer, Microsoft Office Outlook 2007, and Microsoft Office Word 2007. At the bottom of the Start menu, there is a search bar and a 'Log off' button. A red rectangular box highlights the 'Log off' button, and a red callout bubble with the number '1' points to it. The desktop background is blue, and several application icons are visible on the desktop.

Steps	Screen
<p>2. Second, to end your remote session, <b>click</b> on the “<b>Log Off</b>” button on the upper right, as shown in the figure on the right.</p> <div data-bbox="196 548 524 814" data-label="Image">  <p><b>Always use the “Log Off” button to terminate a session.</b></p> </div>	